How to <u>Apply Online</u> for a Posted Position

1. View the Job Postings and select the position you wish to apply for. You can click on the title of the position to read the full details.

2. Once you have read the details of the position you wish the apply for, click **Apply Online**

3. If you are prompted with the following Security Certificate – select - Continue to this website
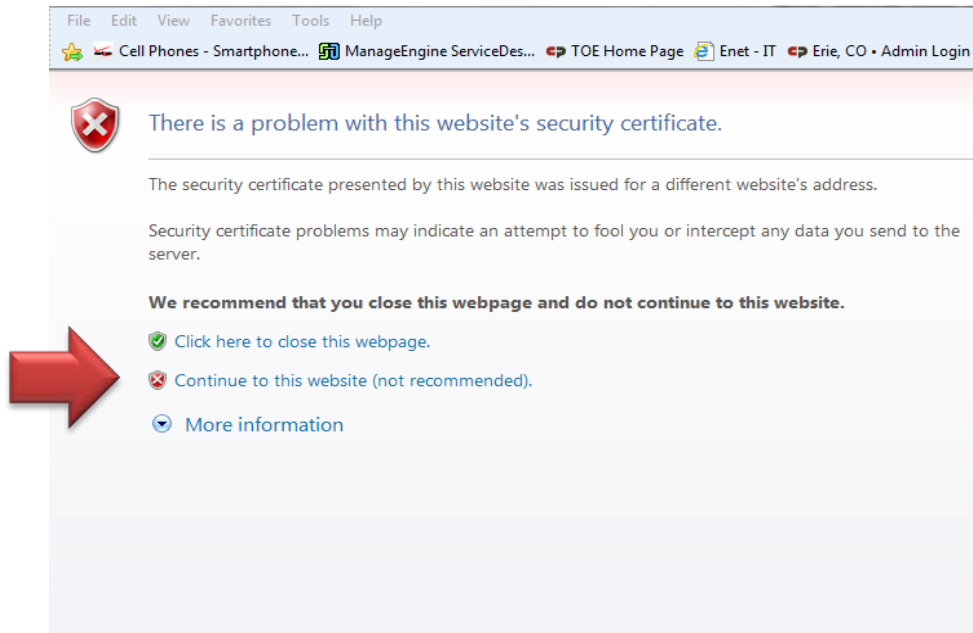
4. On the next page you will register and set up a user account and password:

   If you are a returning user enter your user ID and Password and click Login

5. Next, you will need to provide an email address and select "continue."

   Then, fill out the Contact, Personal, Education, Military (if applicable), Employment, and Reference pages. When you have completed the page, select the "continue" tab. Repeat this process for each page.

6. Now you will have the opportunity to upload your Documents. Click **Upload Documents Here**

7. Next, click the browse tab (shown in example 1), and select the documents you wish to upload from your computer. Once you have uploaded your documents you will have the ability to see what documents you have uploaded. You will not be able to open/view or edit your documents, but simply see the document's name, date and time you uploaded (shown in example 2). You can delete and re-upload if you found you have uploaded the wrong document.

8. Now, you may select "Preview Application." The Preview Application icon is located as a tab (shown in example 1) and under "Actions" (shown in example 2).
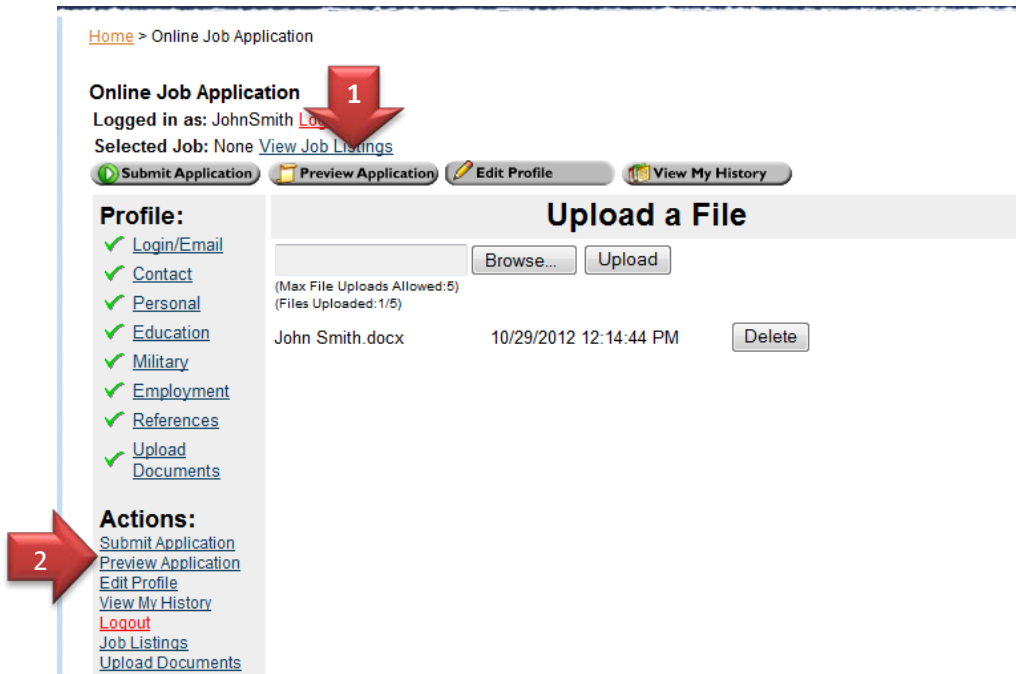
9. The first time you preview the Employment Application Form, the form may be blank due to your computer's security settings (shown in example 1) below. If so, you will see a ribbon at the top of the form. You may click the "Option" tab and select "Trust the document one time only" or "Add host to Privileged Location" (shown in example 2). Now you may view your application.

10. Once you have filled out all the Profile Information, uploaded your documents and previewed your application you are now ready to Submit Application.

11. You may submit your application by clicking on either of the 2 locations in the example below.